941013-01

## **GEORGIA DEPARTMENT OF HUMAN RESOURCES**

**Division/Office:** 

Office of Financial Services

Section/Unit:

Subsystems Management Section

**Payroll** 

Schedule Use:

Office of Financial Services

**Schedule No.:** 

82-65

Date: Minor Change 10-4-94

**Record Series Title:** 

EMPLOYEE SALARY GARNISHMENT RECORD FILE

<u>Description:</u> Documents relating to maintaining a record of employee wage garnishment.

Included are: Court Summons of Garnishment, Wage Garnishment, Computation Worksheet, Answer of Garnishment, and related correspondence.

File Arrangement: File is arranged alphabetically (beginning with calendar year 1993).

## **Retention/Disposition Instructions:**

Cut off file at the end of each calendar year; hold in current files area 1 year; transfer to the State Records Center; hold 3 years; then destroy.

Confidential:

No

Supersedes:

82-65 (Approved 4-1-82)



(94-278-1)

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

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